



Execution – Personal Property

Intake Sheet

You are asking the King County Sheriff to levy on the property of another in order to at least partially satisfy a judgment. We require the following information:

_____ **Writ of Execution or Order of Sale**

Original + three (3) copies

Order to break and enter (tangible property)

_____ **Letter of Instruction – Must include**

- Description and location of the property to be levied upon
- Value of the property to be levied upon
- Name and address of judgment debtor(s)
- Name, address, & phone number of attorney or party filing papers
- Name of the contracted licensed and bonded towing company and storage facility you wish to use. You, or your client, are responsible for storage charges. We may require a copy of signed contract to ensure storage facility has your payment information on file, prior to service of the writ. Storage and towing costs must be paid in full prior to sale. Should the sales be postponed, either by court order, bankruptcy, or other reason, storage costs still accrue, and are your responsibility.

_____ **Bond of Indemnity to the Sheriff**

- Twice the value of the property to be levied upon
- Minimum bond is \$5,000.00
- Must have two signatures (bonding company & attorney or Plaintiff)

_____ **Copy of judgment**

_____ **Signed Sheriff's Notice Regarding Storage**

_____ **Sheriff's Fee:**

\$343.00 + double mileage

If unable to serve personally, \$6.00 charge, per debtor, for service by certified mail